

SAFETY SURVEY HANDOUT

This is a tool to help you complete Program/Department Walk-Throughs. Links will take you to resources or necessary forms. Contact information is provided by subject area.

This checklist was adapted from the [ISU Laboratory Safety Manual](#).

Group Leader: _____

Building(s): _____

Safety Coordinator: _____

Rooms: _____

Completed by: _____

Date: _____

A. Needs Assessment Program

1. Group has a hazard and training template complete and current, or has complete [Hazard Inventories](#) and [Training Needs Questionnaires](#) for each employee if the Group Leader/Manager has chosen not to use the template. YES _____ NO _____ NA _____

Contact [Training & Documents](#) at 515-294-9972 or in 105 TASF for questions.

2. Job/site-specific (non-institutional) [training records](#) are current and properly maintained. YES _____ NO _____ NA _____

Training should include information about specific hazards, processes and emergency procedures for that job/site. The Standard Operating Procedure(s) (SOP) can be a resource for this training.

3. Group-specific [Standard Operating Procedures](#) (SOPs) are written and current. YES _____ NO _____ NA _____

See [Section B](#) of the *ISU Laboratory Safety Manual* for required information.

Contact [ESH&A](#) 515-294-2153 or in G40 TASF for help with SOPs.

Comments: _____

B. General Safety

1. Ladders and step stools are in good repair. YES _____ NO _____ NA _____

2. Mechanical moving parts (e.g. gears, sprockets, pulleys, or flywheels) are guarded. YES _____ NO _____ NA _____

3. Appropriate [Personal Protective Equipment](#) (PPE) is available, properly stored and in good repair. YES_____ NO_____ NA_____

Use the [PPE Assessment Form](#) or [Section D](#) of the *ISU Laboratory Safety Manual* to determine what PPE is appropriate.

4. All areas are clean and uncluttered. YES_____ NO_____ NA_____

5. Sink hoses from public water supply are above sink (unless backflow device is provided).

YES_____ NO_____ NA_____

Not sure if there is a backflow device? Contact Facilities and Engineering Services 515-294-3756 or in 158 Metals Development.

6. Heavy objects/chemicals are stored below six feet (unless secured and a ladder is provided). YES_____ NO_____ NA_____

7. Safety nozzles are in place when using compressed air (<30 psi) for cleaning. YES_____ NO_____ NA_____

Comments: _____

C. Emergency Equipment & Procedures

1. Room emergency information door cards are current, and marked with the appropriate hazards. YES_____ NO_____ NA_____

Contact [ESH&A](#) 515-294-2153 or visit G40 TASF to update your door card.

2. Room fire extinguishers are appropriate, mounted and unobstructed. YES_____ NO_____ NA_____

Contact [ESH&A](#) 515-294-2153 or visit G40 TASF for fire extinguisher questions.

3. Exit aisles are unobstructed and there is adequate egress (36 inch wide aisles). YES_____ NO_____ NA_____

Comments: _____

D. Electrical Safety

1. Electrical equipment is grounded or double insulated.

YES _____ NO _____ NA _____

2. Electrical outlets and switches are in place and intact (no cracks, gaps or defects).

YES _____ NO _____ NA _____

3. Electrical cords are not frayed or cracked.

YES _____ NO _____ NA _____

4. Extension cords are not being used on a permanent basis (>24 hours).

YES _____ NO _____ NA _____

5. Circuit breaker panels and emergency shutoffs are labeled and unobstructed (30" width x 36" front clearance).

YES _____ NO _____ NA _____

Contact [ESH&A](#) 515-294-2153 or visit G40 TASF about electrical safety.

Contact Facilities and Engineering Services to complete a Service Order Request (SOR) in 158 Metals Development to have cords replaced or equipment or outlets tested.

Comments: _____

E. Chemical Management

1. All containers are appropriately labeled.

YES _____ NO _____ NA _____

See [Section F](#) of the ISU Laboratory Safety Manual for labeling requirements.

Do you have samples that are too small to label with the full chemical name? Use an alternate labeling method such as reference to a specific page within a lab notebook, and ensure that everyone who works with that material has access to that information and understands the reference.

2. All chemicals are securely closed when not in use.

YES _____ NO _____ NA _____

Would the chemical leak out if the container were tipped on its side? If the answer is yes, then the container is not securely closed.

3. Incompatible chemicals are stored separately and all chemicals are stored by [hazard category](#).

YES _____ NO _____ NA _____

See [Section F](#) of the ISU Laboratory Safety Manual or contact [ESH&A](#) 515-294-2153 for more information about chemical compatibility.

4. Refrigerators are clean, items are neatly stored and the unit is properly labeled (either for food or for chemical storage).

YES _____ NO _____ NA _____

5. Flammable liquids in containers over 1 gallon are in safety cans.

YES _____ NO _____ NA _____

6. Flammable liquids greater than 10 gallons (combined capacity) are stored in safety storage cabinets.

YES _____ NO _____ NA _____

7. [Peroxide forming chemicals](#) are dated at purchase and upon opening and are tested every six months.

YES _____ NO _____ NA _____

8. Catch trays (e.g. under vacuum pumps) are used where appropriate.

YES _____ NO _____ NA _____

9. Chemical hoods are used properly and have been tested within the last year.

YES _____ NO _____ NA _____

10. Food or beverages are prohibited in areas where hazardous materials are used and/or stored.

YES _____ NO _____ NA _____

11. Gas cylinders are secured, away from heat sources, labeled and capped if not in use.

YES _____ NO _____ NA _____

12. Hazardous gases (those with fire &/or health rating of 3 or 4) are in a ventilated enclosure.

YES _____ NO _____ NA _____

Comments: _____

F. Waste

1. Chemical waste storage area is designated in each laboratory.

YES _____ NO _____ NA _____

2. Waste labels are completed with the Group, ID, Location, Accumulation Start and End Dates, and Contents with the full chemical name in the contents section of the label.

YES _____ NO _____ NA _____

3. Waste containers are stored appropriately (liquids in secondary containment and incompatibles are separated).

YES _____ NO _____ NA _____

See the Ames Laboratory [Waste Management Program Manual](#), the ISU [Waste and Recycling Guidelines](#) or contact [ESH&A](#) 515-294-2153.

Comments: _____

G. Radiological Materials

1. Radiological SOPs are approved and current.

YES _____ NO _____ NA _____

2. Radiological materials are labeled and stored properly, and signs are posted.

YES _____ NO _____ NA _____

3. Materials are used in a designated area.

YES _____ NO _____ NA _____

See the Ames Laboratory [Radiation Protection Program Plan](#), [Radiation Safety Study Guide](#) or contact [ESH&A](#) 515-294-2153.

Comments: _____

H. Lasers

1. Laser SOPs are approved and current.

YES _____ NO _____ NA _____

2. Lasers are labeled and used appropriately, and signs are posted.

YES _____ NO _____ NA _____

3. Laser interlocks are in place, functioning and have been checked in the last 6 months.

YES _____ NO _____ NA _____

4. Laser goggles/glasses are available and appropriate for the power and wavelength of the unit.

YES _____ NO _____ NA _____

5. Authorized users list is maintained and readily available.

YES _____ NO _____ NA _____

See the ISU [Laser Safety Manual](#) or contact [ESH&A](#) 515-294-2153.

Comments: _____

I. X-rays

1. X-ray units are labeled and used appropriately, and signs are posted.

YES _____ NO _____ NA _____

2. Dosimetry is being used as required (e.g. when interacting with the machine).

YES _____ NO _____ NA _____

3. X-ray interlocks are in place, functioning and have been checked in the last 6 months.

YES _____ NO _____ NA _____

4. Authorized users list is maintained and readily available.

YES _____ NO _____ NA _____

5. X-ray system Radiological Work Permit (RWP) is available and current.

YES _____ NO _____ NA _____

See the Ames Laboratory [Radiation Protection Program Plan](#), [Radiation Safety Study Guide](#) or contact [ESH&A](#) 515-294-2153.